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## I. STUDENT INFORMATION

Welcome to the Aerospace Basic Course. When you arrive at Maxwell AFB, report NET one day prior to class between 1500-1800 Hrs to Bldg 1403, SOS Heritage Hall for inprocessing. Report in blues with at least five copies of your orders. If you have an emergency, while enroute to Maxwell, contact the MAFB Command Post at 953-8064. \*\* Students arriving before 1400hrs can report to base lodging to pick up their room keys before reporting to Bldg 1403 for inprocessing. \*\*

- 1. Students will need to bring Attachment 2(Certification of Weight Measurement) to inprocessing.**
2. The staff here at the ABC wants to make your in-processing as easy as possible. You're probably wondering what items you **NEED TO BRING** to the school. Read on:

### **Mandatory Items Upon Arrival**

- 1 Complete Set of Blues (**2 or 3 is preferable**)  
All accouterments (ribbons, name tags, badges)
- 2 Sets of BDUs (with Name and Air Force tapes)(**Flight suits are not authorized**)
- 1 Blue flight cap
- 1 BDU hat
- 1 Pair combat boots
- 1 Pair black low quarters
- 3 Plain black or brown T-shirts
- 1 Pair running shoes
- Workout clothing
- Required underclothes
- Pens, Pencils, Hi-lighters
- Spiral Notebook
- All personnel documents received upon out-processing from your commissioning source if reporting direct to ABC.**

**Note\*\***The numbers of each item listed is the minimum you must have, you may want to consider bringing more than the minimum.

### **Optional Items**

- Personal computer (Pentium 220+ class, 32+ Mb RAM, CD ROM, Windows 95/98)  
(*Highly Recommended, Numerous Computer Applications on Issued CD ROM*)
- 1 BDU Jacket
- 1 Pair black pumps (women)
- BDU blousing bands
- Shoe Polish
- Sunscreen
- Sunglasses

- Printer/Paper
- Dictionary
- Thesaurus
- Briefcase
- Umbrella (dark blue/black only)
- Laundry supplies
- Portable stereo for room
- Basic eating utensils

### 3. Facilities Listing

So, you want to know where you can shop, get your uniforms altered, study, buy books, and eat? Here's a list of commonly used hot spots on base.

Main Exchange 355 S. Kelly St. 834-5946	M-Sat Sun	0900-2000 1100-1800
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#### Main Exchange Food Court

Robin Hood Sandwich Shop	M-Sat Sun	1000-1800 1100-1600
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Anthony's Pizza	Mon-Sat Sun	1000-2000 1100-1800
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Charlie's Steakery	Mon-Sat Sun	1000-1600 Closed
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Special T's	Mon-Sat Sun	1000-2000 1100-1600
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Main Exchange Barber Shop 355 S. Kelly St. 832-2444	M-Sat Sun	0800-1800 1100-1800
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Officer Club Barber Shop 375 W. Drive 264-5458	M-F	0800-1600
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SOS Barber Shop 125 Chennault Circle 834-7444	M-Th	0700-1300
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OTS Barber Shop 50 Chennault Circle 3-4602	M-F	1500-2100
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AU Bookstore 600 Chennault Circle 265-0824	M-F	0830-1630
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Military Clothing Sales 200-210 W. Selfridge St. 3-7505	M-F Sat	0800-1730 0900-1530
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Laundry/Dry Cleaners W. Selfridge St. 263-7826	M-F	0700-1800
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Laundry/Dry Cleaner 10 Chennault Circle	M-F	1500-1900
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OTS Shoppette (open to everyone) 560 Chennault Circle 265-2429	M-F Sat Sun	1100-2000 1100-1900 1100-1700
OTS Military Clothing Sales 560 Chennault Circle 3-2746	M,W,F	1700-1900
Service Station/Shoppette 25 Selfridge St. 265-7773	M-Sat Sun	0700-2100 0900-2100
Burger King 215 S. Kelly St. 265-3913	M-F Sat Sun	0630-2000 0700-2000 1100-1700
SOS Snack Bar 125 Chennault Circle 265-2066	M-F	0700-1430
Commissary 335 S. Kelly St. 3-6209	Sun Mon Tues Wed Thurs Fri Sat	1200-1700 Closed 0900-1800 1000-1800 1000-1900 0900-1800 0900-1600
Golf Pro Shop 11 March St. 263-7587	M-Sun	0630-1700
Golf Course snack Bar 11 March St. 3-5885	M-Sun	0630-1400

***Let your character be above reproach, for that is the way to  
earn men's obedience."  
Mathias von Schulenburg, 1709***

#### 4. Student Orientation

The student orientation will familiarize you with school policies, procedures, local conditions, and let you complete necessary administrative matters. The following information should help you prepare for the class.

##### a. Course Location

All ABC classes will be held in the Squadron Officer School (SOS) facilities. Some activities will be held in other locations. You will be briefed on changes as necessary.

##### b. Class Schedule

You must attend all scheduled class periods and follow all instructions listed in your schedule. You must be on time for all classes and activities. Familiarize yourself with the weekly class schedule to ensure you know where to be and when to be there.

##### c. Uniforms

While attending the ABC, you will be required to wear a number of uniform combinations: light blue shirt/blouse with long/short sleeves; and the utility uniform (BDUs). Your Flight Commander will brief you on Uniform-of-the-Day requirements.

##### d. General Information

(1) Defense Switching Network (DSN): Use of DSN is restricted to official business. Use discretion when determining what is official business. Overseas DSN calls must be approved by your Flight Commander. Complete instructions are in your flight room.

(2) ABC Student Locator: Any ABC student can be given a message to return a call through the student locator, DSN 493-1463/2686 or commercial (334) 953-1463/2686.

(3) VOQ Room Phones: Each room has a phone. All incoming calls go through a central automated switchboard. You will pay your phone bill at the billeting office prior to graduation. Charge privileges are suspended 5 days prior to graduation to prevent unpaid long distance calls. **All long distance calls are charged at the same (day) rate. There are no weekend or special rates. We recommend you use a calling card.**

(4) Reporting Incidents: Immediately inform the Flight Commander of incidents which may require OSI or security police investigation. In case of possible theft of school or personal property, if practical, advise Student Operations before asking for an investigation. This procedure often precludes misunderstandings and ensures prompt and complete investigation of an actual theft.

(5) Emergency Phone Numbers: You will receive a list of phone numbers for faculty members in your chain of command. In addition, here are other numbers you may find useful:

Ambulance	911
Chaplain	3-2109
Chaplain (After hrs)	3-7333
Command Post	3-2862
Crime Stop	3-7777
Fire	911
Security Police	911

(6) Mail: During inprocessing you will be assigned a mailbox. Prior to your arrival, you may receive mail at the following address:

Your Name  
ABC Class (class #)  
550 E. Maxwell Blvd., Box #  
Maxwell AFB AL 36112

The base post office is located at 550 E. Maxwell Blvd. (near the Bell St. gate).

e. Leave & Passes:

(1) Emergency Leave:

(a) During duty hours, contact your Flight Commander to coordinate your emergency leave plans. If you are unable to reach him/her, contact your Squadron Commander. If you are unable to contact either, you may contact the Director of Student Operations at 493-5828.

(b) After duty hours: you should still attempt to contact your Flight or Squadron Commander. If you are unable to do so, contact the 42 ABW Command Post, DSN 493-7333, commercial (334) 953-7333. They will contact the Director of Student Operations.

(2) Passes: During non-duty hours you are free to travel outside the Montgomery area. However, if you choose to leave the Montgomery area you must sign in and out on the Student Locator Log in your flight room. This policy helps to ensure we can contact you in case of an emergency.

(3) Absences from Scheduled Instructional Period: Be sure to tie up personal matters at home prior to your arrival. Do not expect time off for events such as family reunions, or weddings. This class is your number one priority. If you miss any scheduled instructional periods, you must coordinate with your Flight Commander to determine make-up procedures-if any. The Flight Commander will turn in a student absentee report to the squadron office.

f. Other Items of Interest:

(1) Building Maintenance: The janitorial service is limited. Please do your part by disposing of trash, cigarette butts, and emptying cups before disposing of them.

(2) Fire Prevention: Watch for fire hazards. You will receive a briefing on the fire evacuation plan for the SOS building.

(3) Auditorium Procedures: Please follow the auditorium procedures given by your Flight Commanders, in addition to the following items:

(a) Food and Drink: Food and drink are not allowed in the auditorium.

(b) Late for Lectures: If you are late for a lecture, report to your flight room and wait for your Flight Commander.

(c) Taping Lectures: To preserve our policy of non-attribution and academic freedom, you may not tape lectures or have anyone tape them for you.

(4) Tobacco Policy: Smoking is prohibited throughout the SOS building. You may smoke outside in the designated smoking areas. When using these areas, please don't position yourself directly in door entrances. Use only butt cans when disposing of your smoking materials. The use of smokeless tobacco (snuff, chewing tobacco etc.) is also prohibited throughout the SOS building.

(5) Flight Computers: ABC provides one Pentium-based multi-media computer, one 486 computer and a printer per flight for your use. The computers have Air Force standard Microsoft Office software (Windows 95, and Microsoft Office 97). These computers will be used to access the local area network (LAN) to download schedule and curriculum information and to accomplish surveys and critiques. The computers may also be used for preparing your class assignments. ABC has several policies regarding the use of flight computers which may be found in section A-4 of the ABC Read File. The most important policy is **"NO executable software in, and NO executable software out."** Also, it is very important that **NO** classified information be put on our systems.

(6) VOQ Policies and Information: You will be assigned a VOQ room for the duration of your class. Safeguard your property by locking your room whenever you leave. If you are hospitalized, contact your Flight Commander immediately to safeguard your personal effects and property.

(a) Salespeople are not permitted in the VOQ unless a resident invites them. Salespeople may only contact the individuals who invited them.

(b) Protect your valuables at all times when you are away from your quarters.

(c) There are certain restrictions you must follow while living in the VOQ: no pets, no cooking in your room (use the kitchen, one on each floor), no smoking, and no open flames (i.e. candles). Finally, please be respectful of your neighbors-keep stereos and TVs turned down to a reasonable volume at all times.

(d) Housekeeping must have access to all VOQ rooms on a daily basis for cleaning.

(e) Any discrepancies in your room should be reported to billeting. Give them a reasonable amount of time to correct the problem. If you continue to experience difficulties, contact your Flight Commander. (He/she can help you contact the VOQ representative assigned to your squadron for assistance) Do not change rooms without billeting approval and notify student operations as soon as possible.

(f) There are laundry rooms available for you to use. There is also a laundry/cleaning service near the main exchange.

(g) All students must physically check out at the front desk of University Inn (billeting), 351 West Drive prior to departure.

(h) VOQs are subject to inspection/search by the 42 ABW Commander.

(7) Firearms: Do not store firearms in your dormitory room or POVs. Register and store all firearms with the security police. To register a firearm, you must complete an AF Form 1314, available from your Flight Commander.

(8) IG Complaints: If you have a complaint that falls under the Inspector General complaint system, see the Commandant's Executive Officer, at 155 W. Maxwell Blvd., ext 3-1197, for assistance

(9) Safety: Safety is a major Air Force and ABC concern. Always be alert to unsafe conditions during all activities. As with any activity involving the potential for injury, you should do a risk assessment. If the risk involved outweighs the importance of the activity...don't do it. Injuries can occur anytime, anywhere. **Always** be sure to warm-up prior to any sporting activity to avoid sprains, strains, and muscle tears.

(10) Retreat Procedures Here's what you need to know about retreat:

(a) The base conducts a retreat ceremony everyday at 1630, except for the last Friday of the month when it's done at 1600 to accommodate retirement ceremonies. You will honor retreat at all times.

(b) Retreat Procedures: When in uniform stop, and face the flag or the sound of the music if the flag is not visible. Upon the first note of the National Anthem or To the Colors, all personnel in uniform who aren't in formation will render a salute. You will hold your salute until the last note of the music.

If you are in civilian clothes, come to parade rest at "*Retreat*" (the first bugle call). If you are wearing a hat, take it off and hold it in your right hand. At the first note of To the Colors or the National Anthem, come to attention and place your right hand over your heart. Your hat will be over your left shoulder.

If you happen to be in your privately owned vehicle during retreat, you must stop your vehicle upon the first note of the music, and all occupants should sit quietly until the music ends. After the last note of the music, you may resume travel.

## II. MISCELLANEOUS

1. Family Services: Family services (55 S. Mitchell St.) operates a "loan closet," open everyday from 0900-1500. The loan closet contains many types of household items you may need to borrow, such as pots, pans, dishes, glasses, sheets, crockpots, sweepers, toasters, base information, welcome packages and much more. Remember, don't wait until the last day of class to return borrowed items, you may experience long lines and delays.

### 2. Use of POVs

(a) Registration: If your privately owned vehicle does not have a military registration decal on the window, you can obtain a temporary pass at Vehicle Registration, building 502 (near the Bell St gate entrance). You must have the following items for registration: tag receipt, proof of insurance, I.D. Card, and a copy of your orders.

(b) Parking: Parking lots are located all around the academic circle and are designated as OPEN PARKING, unless otherwise marked. **DO NOT PARK IN RESERVED SPOTS or PARK INSIDE ACADEMIC CIRCLE OVERNIGHT.**

(c) Driving: Hazardous driving conditions exist throughout the area and traffic laws are rigidly enforced. If you are involved in an accident, you must call the police department. A police officer must investigate the accident and give you an accident sticker before you can get your vehicle repaired in Alabama. In Alabama, you may make a right turn on a red light, unless specifically prohibited. Additionally, you must use your headlights anytime you are using your windshield wipers; on- and off-base.

(d) Traffic Violations: The speed limit on Maxwell AFB is 25 MPH unless otherwise posted. All traffic rules are strictly enforced. If you receive a traffic ticket, you must inform your Flight Commander within 24 hours and report to your Squadron Commander on the first duty day that follows. On a weekend or holiday, report the ticket on the first duty day that follows. Seatbelts must be worn by ALL occupants, in ALL vehicles. Violators may lose base driving privileges. If you are injured in an accident while not wearing a seatbelt, the Air Force may not be liable for your medical coverage. Also, when transporting people in the back of pick-up truck, everyone must be sitting down inside the bed, (not on the sides or the wheelwells), and may not lean against the tailgate.

(e) Driving Under the Influence DUI: The penalty for a first time conviction is imprisonment for not more than 1 year or a fine of \$200 to \$1,000, or both. In addition, the courts will prohibit an individual from driving for a period of at least 90 days. A second or subsequent conviction carries a \$500 to \$2,500 fine, 2 to 20 days mandatory community service, with additional service possible for up to 1 year. Also, base driving privileges will be suspended for 1 year. **IF YOU RECEIVE A DUI, YOU WILL BE DISENROLLED FROM ABC WITH PREJUDICE.**

(f) Implied Consent: Any person who operates a motor vehicle on an Air Force installation will be deemed to have given consent to an approved chemical test or tests of blood, breath, or urine to determine blood alcohol concentration when requested by enforcement personnel who have reason to suspect the person of driving while intoxicated. Refusing to consent to a blood alcohol test, results in automatic mandatory 1-year revocation of on-base driving privileges. The state of Alabama has a similar implied consent law.

4. Motorcycle Requirements: We **do not** recommend that you plan to use a motorcycle as your primary mode of transportation if you do not *currently* possess an Air Force motorcycle safety card. You cannot operate a motorcycle on base without this card. ABC will not allow time-off to attend this training. If you do have a motorcycle safety card and plan to operate a motorcycle on base, you must contact the 42 ABW Safety office (42 ABW/SE), located in bldg 804, Room NE 248, or at extension 3-7871. This is a mandatory requirement IAW AFI 91-207.

5. Bicycle Safety: If you choose to ride a bicycle while attending ABC, all traffic laws apply to bicyclists as well as motorists. You may not wear headsets while riding a bicycle on a DOD installation. Proper head protection must be worn anytime you are riding your bicycle, on- or off-base. Finally, you must use a light in times of darkness.

6. Running Safety: Headsets are not allowed while running on base.

7. Drugs: The military has jurisdiction over most drug-related off-base offenses. The security forces on Maxwell conduct no-notice vehicle inspections on incoming and outgoing vehicles.

8. Medical Reference Numbers:

**42d MEDICAL GROUP  
QUICK REFERENCE APPOINTMENT DIRECTORY**

<u>Direct Access Clinics</u>	<u>Appointments</u>	<u>Other Services</u>
Family Practice Clinic	953-3368	Pharmacy Call-In Refills
Family Practice After Hours	953-3567	953-7971 or 953-7978
Gunter Family Practice	416-5816	
*Allergy Clinic	953-4091	Medical Board 953-5188
*Nutritional Clinic	953-7906	
*Dermatology	953-6781	
*ENT Clinic	953-6950	
Flight Medicine	953-5497	
General Surgery	953-7824	
*Internal Medicine	953-2233	
Mental Health Clinic	953-7736	
*Neurology	953-5200	
Optometry	953-7851	
Ophthalmology	953-4869	
*Orthopedic Clinic	953-7825	
OB/GYN Clinic	953-6956	
Pediatric Clinic	953-6057	<u>TRICARE</u>
Podiatry	953-7825	Director 953-7284
*Physical Therapy Clinic	953-7987	Superintendent 953-7855
*Urology Clinic	953-6210	Aeromedical Eval 953-5188
Health Benefits/Champus	953-7854	Dental Clinic 953-7821
		Gunter Dental 416-3549

\*Referral clinics only; you must make an appointment in Family Practice to be referred.

**Appointment desk is open from 0700 to 1600 for Active Duty & Tricare Prime, Monday through Friday. Standard Tricare and Non-enrolled hours are 1000-1600 Monday through Friday.**

9. Family Practice:

(a) The Family Practice Clinic cares for all ABC students. Be sure to let them know that you are active duty, here TDY. This will let them know you are enrolled in Tricare Prime. You may schedule an appointment at ext 3-3368 or you can call for a sick call appointment at 3-1012, Monday through Friday

(b) Maxwell AFB does not have an “Emergency Room.” They have a “Family Practice After Hours.” This clinic is open 0700-1900 (M-F), 0800-1300 (Sat), and 1300-1700 (Sun). If you need urgent or **emergency care**, you must go to a Montgomery hospital emergency room.

8. Officer’s Open Mess: To use the Maxwell/Gunter Officers’ Club, you must have a USAF Services credit card. You will be given the opportunity to purchase a temporary Maxwell AFB club membership (\$12 for 4 weeks). This can be obtained at the club upon your first visit. The only limitation with the temporary card is you may not charge items on that specific account. However, you can cash checks up to \$200 per day. If you choose not to be a member, the only time you will be allowed in the club is for the lunch meal. Remember, there is a surcharge for all non-members. The lunch hours are Tuesday-Friday 1100-1300. Dinner hours vary somewhat: Tuesday-Thursday, 1800-2030; only soup and sandwiches are offered in the bar on Tuesdays. Dinner hours on Friday and Saturday are 1800-2100. Sunday, brunch is served from 1000-1300. The club is closed on Monday. The “Pit”, an informal bar, is open on Fridays 1700-0200. See the weekly base newspaper for listed club happenings.

9. Shipment of Items Purchased While TDY: The base transportation division is NOT authorized to ship at government expense, antiques, furniture, or other similar items you purchase while you are here TDY. You must ship these items at your own expense.

### **III. COURSE EVALUATION & ACADEMIC PRINCIPLES**

1. Course Evaluation Your ideas, opinions, comments and remarks will be used to shape the future of this course. You have a great responsibility to tell us what you think. While you are here, we ask that you keep track of everything you like and dislike, processes you felt worked, and those that did not. Let us know what was successful and where improvements are needed. This is very important to the future of ABC and the Air Force.

Throughout the course and prior to final out-processing, you will be asked to provide your opinions through critiques. Give us honest and constructive information. If you feel we can do something better, tell us how. If we did something great, tell us. This request for information includes critiquing everything from in- and out-processing, personnel transactions, academic environment, methods and quality of instruction, to material covered in class. Your feedback is crucial to our success.

2. Academic Freedom/Non-attribution: ABC ascribes to a policy of academic freedom and non-attribution. What does this mean to you?

(a) Academic freedom and non-attribution means you should feel free to speak out on any subject-**using discretion of course**. This policy encourages a critical, analytical, and imaginative

environment for learning. We encourage our visiting speakers, faculty and students to speak their minds, state opinions, support or criticize objectives, policies, strategies, or tactics while pursuing knowledge, understanding, and improvement of the military profession. Non-attribution means that this is a protected environment where candid discussion and lively exchanges can take place without threat or intimidation.

(b) As you know, with freedom comes responsibility and certain limitations. While we encourage all to speak freely, exchanging ideas and opinions, we will not tolerate offensive, demeaning, or irresponsible comments or remarks. We should be able to discuss controversial subjects with passion, but without statements which are intentionally demeaning to any person or institution. This also includes racially or sexually offensive statements.

(c) All statements made by lecturers are treated as privileged information not to be attributed to a specific individual. For example, a lecturer's remarks are not to be attributed to the lecturer by name, during a subsequent lecturer's question and answer period. It is acceptable to say that a "previous lecturer" made a particular statement, this way the lecturer's name is not divulged. This policy of not divulging names, applies to all written products, for example: tests, writing assignments, and research papers whether inside or outside of school use.

(d) If any individual chooses to engage in offensive remarks or irresponsible comments, academic freedom and the non-attribution policy yield to the higher purposes embodied in the maintenance of discipline. Any documented evidence of an exchange of information in an academic setting, such as a student critique, is releasable to an investigator in certain investigations, such as those by the Office of the Inspector General or by criminal investigators.

(e) Constructive criticism by students and faculty is encouraged at any time.

3. Academic Integrity: Academic integrity at Air University is governed by AUI 36-2309, 30 April 1996. This instruction contains Air University policy and directives on academic integrity. Violations of the prohibitions and mandatory provisions in this instruction by military personnel may be prosecuted under the Uniform Code of Military Justice (UCMJ), Article 92. This applies to all Air University personnel.

(a) What is academic integrity? AUI 36-2309 defines it as the uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity.

(b) All students and permanent party personnel must adhere to the highest standards of academic integrity. They are prohibited from plagiarism, cheating, misrepresenting or committing any other act constituting a lack of academic integrity. Failure to practice academic integrity reflects discredit to the Air Force and the individual, and is not condoned by Air University. Any individual who

violates this instruction is subject to adverse administrative action including disenrollment from school, discharge from the service, and disciplinary action. Individuals subject to the UCMJ may be prosecuted under the UCMJ.

(c) The ABC staff assumes the work you turn in is yours, done on your own, and from your own ideas. Consider the following carefully:

(1) **Intent:** Intent is defined as a state of mind. Ordinarily intent cannot be proven by direct evidence unless the intent is implied by the act; for example, a student who takes a crib sheet into a class and uses it to cheat does not have to think specifically “this is wrong.” Intent may be proven by circumstantial evidence that reasonably implies the existence of intent. Intent is an element of both cheating and plagiarism.

(2) **Plagiarism:** Plagiarism is defined as the act of appropriating the literary composition of another, or parts or passages of their writings, or the ideas or language of the same, and intending to pass them off as the product of one’s own mind. For example, copying verbatim without quotation marks with the intent to claim the material as one’s own work is plagiarism, as is the intentional use, without credit, of a source’s sentence structure and style with only minor word changes. The correct method for giving credit to a source in written work is to use quotation marks and an accompanying footnote when quoting directly, and a footnote when paraphrasing. In cases of oral presentations, credit must be given for direct or paraphrasing of direct quotes.

(3) **Cheating:** Cheating is the act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another’s examination; using texts, notes, issue material, or other references not authorized for examinations or other assigned work; knowingly permitting another student to copy one’s writing assignments, speech material, or answers from an examination paper; and collaboration with other persons on individual assignments except as specifically authorized.

(4) **Misrepresentation:** The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting.

(5) **Unprofessional Relationships (including fraternization):** Relationships are deemed unprofessional, whether pursued on or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships can exist between officers, between enlisted members, between officers and enlisted members, and between military personnel and members of the civilian employee work force. Fraternization is an aggravated form of unprofessional relationship and is recognized as a violation of Article 134 of the UCMJ. AFI

36-2909, Professional and unprofessional Relationships, provides a more detailed definition. An example of an unprofessional relationship compromising, or giving the appearance of compromising, academic integrity would be a student and faculty member from the same school living in the same house for an extended duration.

(d) What are we trying to say here? Do your own work, and allow others to do the same. You'll be glad you did.

#### **IV. FINALLY**

**We are looking forward to meeting and working with each and everyone of you. We hope this will be a unique and rewarding experience for you as you venture out to begin your career as an officer in the United States Air Force. If you have any questions about the information in this handbook, or anything else please feel free to contact us at any of the following numbers:**

**SSgt M. Tony Amos**

**Commercial: (334) 953-8064**

**DSN: 493-8064**

**Micheal.Amos@maxwell.af.mil**

**SSgt Kraig A. Ankiewicz**

**Commercial: (334) 953-1463**

**DSN: 493-1463**

**Kriag.Ankiewicz@maxwell.af.mil**